

## Job Announcement

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### RE-POST

<b>Opening Date:</b>	September 15, 2006	<b>Closing Date:</b>	September 29, 2006
<b>Job Title:</b>	Analyst, Project Management Office	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	084617	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	Judicial Information Systems Annapolis, Maryland	<b>Grade/Salary Range:</b>	T13 \$58,395 - \$86,192
<b>Financial Disclosure:</b>	Yes	<b>Entry Range:</b>	T13 \$58,395 - \$70,083 (Depending on Qualifications)

#### Regular State employees subject to promotion/demotion policy

**Essential Functions:** The PMO Analyst is responsible for the creation and implementation of processes and procedures attendant to the standardization and reporting of system development initiatives within the Maryland Judiciary. This position works closely with technology and business teams to align business and project planning and processes including system development methodologies, budget and project planning, project management frameworks and tools, project cost estimation, tracking, and reporting, and project portfolio management. Develops and implements the existing JIS Systems Development Life Cycle model across all major JIS development projects and the JIS Project Management Framework. Develops policies, processes, and procedures for Impact Analysis and Change Management and for reporting project cost and resource requirements; develops requirements for and evaluates existing and potential tools for project and portfolio management. Administers established project cost tracking and accounting processes and coordinates project accounting with the Administrative Office of the Courts - Budget and Finance office. Participates in development of project performance measures and selection of development tools. Analyzes specific projects for adherence to established processes and performance against established measures.

**Education:** Bachelor's Degree in Information Technology, Computer Science, Business Management or related field.

**Experience:** Five years of related experience to include systems development processes, project management practices and tools, framework development and management reporting.

**Preferred:** Experience preparing executive presentations and with project tracking software.

**Note:** Master's Degree in related field may be substituted for up to two years of the required experience.

**Skills/Abilities:** Considerable knowledge and demonstrated experience in the areas of systems development life cycle methodologies, project management principles, enterprise-wide information systems planning, policy and process development, evaluation and implementation of best practices, project accounting, and management reporting. Effective communication skills, problem solving skills, and the ability to effectively facilitate group meetings. Ability to perform all essential functions of the position.

**Please submit a Maryland Judiciary employment application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 4:30 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.